

Chief Water Plant Operator

GENERAL PURPOSE

Performs a variety of skilled, technical, supervisory, and administrative work in the planning, operation, repair, maintenance, and replacement of municipal water treatment plant, pumping stations, reducing valves, water towers and diesel generating plant.

SUPERVISION RECEIVED:

Works under the general supervision of the Administrator.

SUPERVISION EXERCISED

Exercises close supervision over assigned treatment plant operators and equipment in accordance with City policy and State and Federal laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises all operations and maintenance procedures. Participates in complex and technical maintenance and repair tasks. Maintains all records and reports required by various laws and permits, as well as those necessary for efficient operation.

Coordinates with other City departments for assistance or repair, and all other public and private agencies as necessary. Supervises the ordering, storage and use of supplies needed for general operation of water plant and outlying system responsibilities and their inventory.

Trains, supervises and disciplines employees performing duties in daily operation of water plant.

Reviews technical journals and other data and disseminates information to employees.

Keeps careful records and information on system operators schools and training needed for each employee to maintain required State certification.

Maintains a good relationship with public and responds to complaints regarding operations.

Reviews annual operating costs and makes required adjustments in operations and budget, to maintain a high standard of operation.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a four-year college or university with a degree in environmental science, public health, civil engineering, public administration or a closely related field; and

(B) Five (5) years of experience relating to the construction, repair and maintenance of water

collection or treatment systems including the operation of related maintenance equipment, or
(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in water collection and treatment systems; Considerable knowledge of water pipe installation, connection and repair; Considerable knowledge of water treatment plant operation and maintenance.

(B) Skill in operation of the listed tools and equipment.

(C) Ability to interpret specific chemical and biological analyses; Ability to guide, direct and motivate employees; Ability to organize and supervise the activities of various crews performing construction and maintenance work; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS

Valid Class B Water Supply System Operator's Certificate and a valid Class C State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high,

precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.